

## **1705 - TRAINING DEVELOPMENT COORDINATOR**

### **NATURE OF WORK**

This is advanced professional work responsible for the development, administration and evaluation of diversified in-service training programs, and for counseling employees and management on training related matters.

An employee in this classification is responsible for the research, planning, implementing, monitoring and evaluating of varied training programs, either in a City department or City-wide. Responsibilities include consulting with department heads and supervisors to determine their training needs and priorities, evaluating on-going programs, recommending additional training activities to supervisors and management, performing needs assessments, planning development of new programs or revision of existing programs, and maintaining contacts with various community educational resources and programs, as well as private sector trainers and training agencies. Emphasis of the work is on the research, planning and coordination of training programs which meet various departmental and City-wide needs. Supervision is received from an administrative superior who reviews program activities for timely progress and quality of results in meeting management's goals and objectives for training.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Design new training and development programs and materials.

Conducts Employee/Managerial Training programs.

Coordinates special employee events and charity drives such as holiday parties, the employee picnic, Hispanic Heritage and Black History Month events, the United Way, blood drives, the Leukemia Drive.

Advises and counseling employees on career planning.

Consults with managers and supervisors on training/developmental needs; consults with the Employee Assistance Program Coordinator.

Supervising the maintenance of training records.

Maintains and controls the training library and audio-visual equipment.

Coordinates and supervises the Light Duty Program.

Develops retraining and/r other reasonable accommodations as required by ADA; develops other program required by law.

Coordinates the Employee Hurricane Plan.

Reviews and approves interview questions for use by department/division managers and supervisors.

Plans new training courses or revisions to existing courses; researches and compiles training materials including course outlines, lesson plans and training aids, or approves of such materials prepared by others for use in specific training programs.

Serves as liaison with consulting firms, college, universities, or other instructional organizations.

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Keeps informed on current bibliographies and other published information in various training fields.  
Administers the City's Tuition Assistance Program.  
Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of general adult educational theories and principles.  
Considerable knowledge of current techniques, methods and practices in adult education  
Considerable knowledge of local educational resources and sources of available information useful in the planning of training programs.  
Considerable knowledge of the planning and conduct of training programs in diversified fields.  
Knowledge of the content and scheduling of centralized training programs.  
Knowledge of supervisory principles, techniques and procedures.  
Ability to rapidly acquire considerable knowledge of the City's departmental organization and operations in relationship to requirements for effective training.  
Ability to rapidly acquire knowledge of City personnel rules, regulations and procedures.  
Ability to plan and implement various departmental and City-wide training programs.  
Ability to exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs.  
Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve limited objectives.  
Ability to keep informed on local education resources, available published training information, and local college curricula.  
Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives.  
Ability to give comprehensive advice to employees and supervisors concerning educational requirements and training for career progression, job performance improvement and fulfillment of departmental training needs.  
Ability to maintain effective working relationships with management, employees, City officials, and various trainers and training organization representatives.  
Ability to prepare complete and- comprehensive narrative- and statistical training reports.  
Ability to communicate clearly, concisely and persuasively, both verbally and in writing, to individuals and groups.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's degree with major course work in education, personnel administration or a related field or an equivalent combination of education and experience. Experience may substitute for education on a year-for-year basis.

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### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Supervision is received from an administrative superior who reviews program activities for timely progress and quality of results in meeting management's goals and objectives for training.

### **SUPERVISION EXERCISED**

Directs subordinate employees in carrying out functions of the employee relations and training sections.

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